

MIIX
HEALTHCARE
GROUP

Doctors Helping Doctors Manage the Business of Medicine

PR
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PHYSICIAN
RESOURCE
CENTER

MIIX

Computer Camp

Computer Training for Physicians



Chubb
Computer Services
Corporate Training Division

Endorsed by the

Medical Society of New Jersey

MSNJ

POWERFUL PARTNERSHIPS

The Prescription for Doctors Looking to Modernize Their Practice

As the business of medicine matures and evolves under the managed care umbrella, technology-based tools will become an indispensable, daily partner in your practice. Whether accessing an on-line, up-to-date drug information site, recording critical diagnostic information on an electronic patient record, or assessing the productivity of your support staff, your knowledge of computers, specific application software and the Internet will make the difference between success or failure in the next decade and beyond.

MIIX Healthcare Group, Inc. (MHG), in strategic partnership with Chubb Computer Services, has developed a curriculum of introductory and intermediate computer courses especially for physicians. One of the largest and most respected names in computer training, Chubb has taught more than 65,000 professionals over the last 25 years. Enrollment in MIIX Computer Camp is limited to just 12 students per class in order to ensure maximum student/teacher interaction.

By combining the healthcare industry knowledge of MHG staff with the training expertise of Chubb instructors, MIIX Computer Camp offers a wide variety of interactive computer courses. Each class is designed to meet the unique technology needs of modern medical practices. You will also gain computer skills that will serve you well outside office hours.

MIIX Computer Camp courses are competitively priced. Special discounts are available for physicians interested in taking a series of five computer courses over the next several months.

Maximizing Your Training Investment

MIIX Computer Camp teaches the fundamentals of operating a computer, important computer concepts and application functions. Each student also has access to a desktop computer and specially designed hands-on exercises, giving you the confidence you need to get started in just a few hours.

Convenient Weekend Courses

Because doctors are very busy people, we've scheduled all of our individual courses on Saturdays. The MIIX Computer Camp Retreat is held over an entire weekend several times a year. This convenient scheduling gives you the practical computer skills you need to get up-to-speed quickly and efficiently, without interfering with your practice operations.

Automatic Refreshers

If you find yourself needing to review course concepts or practice skills learned in any class you've completed, here's a very special offer. MIIX Computer Camp alumni are able to refresh their skills by returning to any previously completed course FREE OF CHARGE for up to one year. Just call us one week before any regularly scheduled class to arrange for attendance.

Free Hot-line Support

And, after the class, if you still have questions, there's a toll-free Hot Line number to call. In seconds, you will be connected to a knowledgeable instructor who is ready to answer your questions or guide you through a complicated procedure.

3-Day Computer Camp Retreats

MIIX Computer Camp Retreats, delivered over designated weekends, are designed especially for those physicians who want to receive an intensive training experience in the shortest period of time. The convenient weekend scheduling means your training will not interfere with patient care or practice hours. The comprehensive seminar format offers a true, systems-approach to computer skills training. Upon successful completion, students will gain expertise in multiple software packages, the Windows 95 operating environment and the Internet, in just three days!

Price: \$1,000 includes all fees and course materials as well as breakfast, lunch and snacks on Saturday and Sunday. Does not include lodging or dinners. Directions and lodging information provided at time of registration.

For more information about these and other Physician Resource Center offerings, call us at 1-888-292-DOCS.

Introductory Course Descriptions

Whether you register for a single course or a complete curriculum, you'll find certified, seasoned instructors, award-winning training materials, plenty of hands-on exercises and comprehensive reference materials that are yours to keep.

Introduction to Personal Computers

Topics include an introduction to the Windows 95 operating system, basic hardware operation and controls, plus an overview of the different types of application software and their role in the modern medical practice. This is an ideal course for beginners and a great foundation for software-specific introductory courses.

Cost: \$195

Prerequisite: An interest in learning about computers.

Introduction to Windows 95

Topics include an overview of Windows 95; using the Desktop, Taskbar, Accessories, Recycle Bin and Explorer functions; running software programs, managing files, working with multiple windows and lots of powerful shortcuts.

Cost: \$195

Prerequisite: Some PC experience helpful, but not required.

Microsoft Word for Windows 6.0

Introductory Word Processing Course

Topics include screen tour; creating, saving and editing documents; character, paragraph and document formatting; working with tabs as well as using proofing tools, such as Spell Check and Thesaurus. Accessing on-line help is also discussed.

Cost: \$195

Prerequisite: Windows 95

Corel WordPerfect for Windows

Introductory Word Processing Course

Topics include an overview of WordPerfect components: creating and saving documents, using the Button Bar and Ruler, editing and printing documents (copy, cut, paste); formatting and enhancing text (tabs, indents, fonts), using Spell Check, Thesaurus and Reveal Codes; multiple document management.

Cost: \$195

Prerequisite: Previous Windows 3.1 or Windows 95 experience.

Microsoft Excel for Windows 95

Introductory Spreadsheet Course

Topics include basic spreadsheet concepts and applications; an introduction to worksheet windows, workbook concepts and using basic functions; creating, saving and editing spreadsheet data, working with AUTOSUM, range and formatting commands; relative vs. absolute addressing, using Spell Check and printing your completed worksheets.

Cost: \$195

Prerequisite: Working knowledge of Windows 95.

Lotus 1-2-3 for Windows

Introductory Spreadsheet Course

Topics include an overview of spreadsheet concepts and applications, creating workbooks, entering and editing data, moving and copying ranges, using Spell Check, basic formulas and simple charts. Formatting and printing worksheets.

Cost: \$195

Prerequisite: Windows experience.

The Internet and Netscape Navigator

Introductory Web Course

Topics include an overview of the Internet, getting on-line, using Netscape Navigator to access the vast array of information available on the Internet. Users will learn to access key healthcare resources, including research databases, publications and newsgroups, to download files and to work with e-mail and address books.

Cost: \$195

Prerequisite: Windows 95

Intermediate Course Descriptions

Microsoft Word for Windows 6.0

Intermediate Word Processing Course

Topics include creating and using styles; using wizards and templates; adding headers, footers and section breaks; using Mail Merge, Autotext, numbered and bulleted lists; and working with graphics.

Cost: \$195

Prerequisite: Introduction to Windows 95.

Corel WordPerfect for Windows

Intermediate Word Processing Course

Topics include Find and Replace, using Special Characters, Style Sheets, Borders, Columns, Tables, Mail Merge, labels and envelopes, sorting, headers, footers, setting user preferences, and file management.

Cost: \$195

Prerequisite: Working knowledge of introductory level topics.

Microsoft Excel for Windows 95

Intermediate Spreadsheet Course

Topics include working with range names, linking multiple worksheets, creating and applying styles, data security, creating and enhancing charts as well as using the Chart Wizard, drawing tools and graphic objects.

Cost: \$195

Prerequisite: Working knowledge of introductory level topics.

Lotus 1-2-3 for Windows

Intermediate Spreadsheet Course

Topics include using smart icons, multiple worksheets and workbooks; linking and printing multiple worksheets, working with range commands, lookup tables, logical @functions, data protection, special formatting, drawing tools and SMARTMASTERS.

Cost: \$195

Prerequisite: Windows experience and knowledge of introductory level topics.

Prices subject to change without notice.

The MIIX Physician Resource Center

MIIX COMPUTER CAMP—just one service of MHG's Physician Resource Center, where doctors are helping doctors with the business of medicine. In addition to a curriculum of computer courses, the Physician Resource Center also offers:

MIIX PULSE Newsletter and monthly MIIX PULSE Alert—a bi-monthly, non-commercial four-page newsletter and monthly fax—informing you of what's happening in the New Jersey market, the latest in managed care and how to best arm yourself for success.

MIIX AUDIO INSIGHTS Series—a monthly audiotape subscription service that provides you with the latest programs, seminars or lectures given by the leaders shaping the business of healthcare.

MIIX MANAGED CARE UNIVERSITY—a custom-designed series of intensive, hands-on workshops on today's hottest managed care topics delivered by the experts and endorsed by the Medical Society of New Jersey.



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